



OVERVIEW

Position: “Events Coordinator Internship”

Organization Background:

The League of United Latin American Citizens was founded in 1929. LULAC is the oldest and largest member based organization in the United States. Our mission is to advance the economic condition, educational attainment, political influence, housing, health and civil rights of the Latino Population in the United States and Puerto Rico. LULAC empowers Latino families through advocacy and direct service programs in 41 states, the District of Columbia and Puerto Rico. LULAC engages its network of 135,000 community volunteers organized into over 1,000 councils, 68 community technology centers and 18 LULAC National Educational Service Centers (LNEC) in community programs in civic engagement, civil rights, economic empowerment, education, health, housing, immigration, public policy and technology.

Qualifications:

Reporting to the National Events Planning Manager, the intern is responsible for assisting in the overall planning and implementation of LULAC virtual events. In addition, the LULAC Virtual Events Coordinator will work closely with the programs team to provide planning support for events under programs oversight. Technologically advanced, organizational skills to manage multiple tasks, and attention to detail preferred.

Interns are expected to dedicate a minimum of 26 hours a week for 8 – 10 weeks. Flexible schedules permitted. Must have computer and Internet access.

Responsibilities

- Oversee the coordination of interactive virtual events;
- Assist in concept development and strategy for events; determine the ideal platforms;
- Work with the Communications team to set up registration and promotion;
- Maintain an overarching calendar for all virtual events;
- Assist with the administration of event platforms including technical problem resolution;
- Keep up to date on virtual event best practices and make strategic recommendations for how to incorporate them at LULAC;
- Analyze post-event data and report on event effectiveness; optimize future events based on the results of this analysis;
- Participate in weekly staff meetings and maintain relationships with internal partners;
- Excellent written and verbal communication skills.

Education:

- Junior or Senior in College
- Minimum 3.0 GPA
- Major(s): Digital Cinematography; Film Production; Creative Writing/Script Writer

How to Apply:

Please visit lulac.org/about/internships/. Send resume, writing sample, and cover letter expressing interest in the position to internships@LULAC.org. Please include “Events Coordinator” in your email subject line.